**(*Event Name*) Run of Show**

*updated (add date)*

Name of Project:

Location/Address:

Date/Time of Project:

* Set-up time:
* Check-in time:
* Welcome time:
* Program / Project time:
* Clean-up time:

Project Contact(s):

Project Contact Email(s):

Project Contact Phone Number(s):

Number of Volunteers Needed:

Volunteer Contact(s):

Volunteer Contact Email(s):

Volunteer Contact Phone Number(s):

Number of Volunteers Group will Bring:

**Project Description:** (*write a paragraph about the project, include what volunteers will do and why they are completing this project.)*

**Volunteer Recommendations (if applicable):** *(write up anything volunteers should know - e.g. the project will be outside; volunteers should bring water and wear hats; volunteers should park in a certain parking lot and check-in at the front desk; etc.)*

**Project Supplies:** *(list all supplies needed for project and who is providing them)*

* *Item 1 (provided by \_\_\_\_)*
* *Item 2 (provided by \_\_\_\_)*
* *Item 3 (provided by \_\_\_\_)*

**Run of Show:** *To ensure all details are accounted for, be very specific and thorough in each section! Someone should be able to run your project by reading the Run of Show.*

|  |  |  |
| --- | --- | --- |
| Lead Staff | Task | Time |
| ***Add name*** | Set-Up* Building: signs with arrows for directions as needed.
* *Add all necessary set-up tasks, including gathering and sorting materials, setting-up check-in table, reminding receptionist that volunteers are coming at a certain time, etc.*
 | *Add time* |
| ***Add name*** | Check-In* *For less than 10 volunteers, 1 person can do check-in; for 10-20 volunteers, assign 2 people to check-in; for 20-40 volunteers, 3-4 people should do check-in; etc. (help with maps, directing)*
 | *Add time* |
| ***Add name*** | Welcome and Instructions* *Share about your organization and United Way of Salt Lake! Tell them WHY this project matters.*
* *Orient volunteers to the space and any rules or procedures they should follow, including:*
	+ *Where bathrooms are*
	+ *Time of event*
	+ *Where volunteers can find you or other staff if they have questions*
	+ *Any relevant photo policies*
 | *Add time* |
| ***Add name*** | Task* *List all tasks details so that anyone could read this and know what to do and where to find what they need*
 | *Add time* |
| ***Add name*** | Task* *List all tasks details so that anyone could read this and know what to do and where to find what they need*
 | *Add time* |
| ***Add name*** | Task* *List all tasks details so that anyone could read this and know what to do and where to find what they need*
 | *Add time* |
| ***Add name*** | Task* *List all tasks details so that anyone could read this and know what to do and where to find what they need*
 | *Add time* |
| ***Add name*** | Clean-Up & Thank You* *Ask volunteers to help with all clean-up tasks*
* *Bring volunteers back together, thank them for their work, and share the impact they made*
* *Let volunteers know how they can stay involved*
 | *Add time* |